MINUTES
TRANSPORTATION ASSET MANAGEMENT COUNCIL
DATA COMMITTEE MEETING
May 24, 2017 at 1:00 p.m.
Comfort Inn and Suites Hotel and Conference Center
2424 South Mission
Mount Pleasant, Michigan 48858

** Frequently Used Acronyms Attached

Members Present:
Don Disselkoen, MAC   Joanna Johnson, CRA/RCKC
Bob Slattery, MML   Jonathan Start, MTPA/KATS
Jennifer Tubbs, MTA – via Telephone

Support Staff Present:
Rob Balmes, MDOT   Roger Belknap, MDOT
Tim Colling, MTU – via Telephone   Dave Jennett, DTMB/CSS
Hugh McNichol, MDOT   Gloria Strong, MDOT
Bill Tansil, MDOT

Members Absent:
Bill McEntee, CRA – **Chair**
Rob Surber, DTMB/CSS
David Wresinski, MDOT - **Vice Chair**

Others Present:
Rob Drew, Hardesty & Hanover, New York   Peter Petainen, MDOT/IBA
Tim Harrington, Hardesty & Hanover, New York Karl Hansen, MDOT/IBA
Mark Helinski, Hardesty & Hanover, New York

1. Welcome - Call-To-Order – Introductions:
The meeting was called-to-order at 1:05 p.m.. Everyone present was introduced and welcomed to the meeting.

2. Public Comments on Non-Agenda Items:
None

3. Consent Agenda:
3.1. – Approval of the April 26, 2017 Data Committee Meeting Minutes *(Action Item)*
Bob Slattery made a motion to approve the April 26, 2017 meeting minutes; J. Start seconded the motion. The motion was approved by all members present.

4. Correspondence and Announcements

    4.1. – State of the Roads Press Conference – May 30, 2017

Michigan Infrastructure and Transportation Association, County Road Association, Michigan Department of Transportation, Michigan Municipal League (MML), and others will hold a press conference at MML at 11:00 a.m.. J. Johnson will start at 11:00 a.m. sharing data from the 2016 annual report. Other presentations will be given on funding, infrastructure, and how to get a message to our legislature that more funding is needed. Infrastructure needs to stay high on the priority list.

    4.2. – Recap of the Transportation Asset Management Council (TAMC) Presentation to the State Transportation Commission – May 18, 2017

R. Belknap reviewed the 2016 TAMC Annual Report PowerPoint presentation. There is a need to see more investments in bridge maintenance. Comments were received from a couple of local agencies concerned about how TAMC presents the data that TAMC receives. Some felt TAMC was forecasting too far out. TAMC wants to present only honest, dependable data. Whatever TAMC receives is what TAMC presents and shares. The bridge information that TAMC received and analyzed and rated a fair grading is not considered a bad rating. The National Bridge Inventory is still the same and there is no need to recalibrate the data. R. Belknap provided the Web address to the full and mini versions of the 2016 TAMC Annual Report.

5. Work Program:

    5.1. – FY 2016 and FY 2017 TAMC Budget Update

R. Belknap gave an update on the TAMC Budget. The Center for Shared Solutions will need to make a small change and will provide that information at the next full Council meeting. Council members would like to look at past expenditures and try to figure out why there has been so much money left on the table. R. Belknap was asked by the Council to add FY 2015 and FY 2016 columns to the budget update report to compare the trend on how monies are being spent.

    5.2. – Update on Local Agency Asset Management Plans

Approximately 10-15% of the local agencies have adopted and submitted an asset management plan to TAMC. R. Belknap will create a list of the agencies that have submitted asset management plans. The plans are good for three years. After three years TAMC will need to notify them that their plan is expiring. Local agencies that have an asset management plan can move funds from the major street fund to the local streets fund or visa versa. Some agencies practice asset management processes but do not have an official asset management plan. Asset management processes/plans information is currently being collected in the Investment Reporting Tool (IRT). Nine pdf asset management plan files have been collected since April 2017 in the IRT. R. Belknap will be working with the ACT 51 team to review the asset management plans received. Currently, we do not withhold funding if agencies do not have an asset management plan.

6. Review and Discussion Items:

    6.1. – Data Collection –

        6.1.1. – Status of the 2017 Pavement Surface Evaluation and Rating (PASER) Collection – R. Belknap

        The majority of every region has started collecting PASER data for federal aid and non-federal aid roads. Some are wating until the construction season and then will go out and rate their roads. R. Belknap will create a map using the information that he has received from the region coordinators and the map will show where we are with the collection on the roads.

        6.1.2. – Data Collection Policy Updates – J. Start/R. Belknap

        J. Start has drafted a roadway surface condition data collection policy for federal aid, non-federal aid, and unpaved roads. This is the first time that Data Committee has viewed the draft. A copy of the draft policy was provided to everyone. J. Start is asking that the committee review the policy and provide any feed-back that anyone has directly to him. A few of his areas of concerns for the policy is the beginning and ending dates for field work data collection is one of the major decisions that need to be solidified for this policy. Other areas of concern and that needs clarification within the policy is the time frame to submit the data to CSS, and how much of the roads does TAMC want to allow the agencies to collect and have enough funding resources to reimburse for the collection. Some agencies collect 100% of their federal aid data every year, some collect 100% every other year, etc. TAMC will only pay for 60% each year. If everyone does local and non-federal roads each year that will eat up all of the monies allocated from the Metropolitan Planning Organizations (MPO)/Regional Planning Organization (RPO).

        Most of the MPOs/RPOs have a September 30 or October 1 Fiscal Year. Currently, if someone does work after the September 30th date then the monies will still come out of the 2017 budget. There is a concern about this. MTU has started training earlier so that agencies can start collecting earlier. It was suggested to change the policy to state that any data collected after the September 30th fiscal year will be reimbursed out of the 2018 fiscal year budget.

        Does the council want the agencies to work on all of the things TAMC needs them to do or just focus on the top priorities? Should we plan to reimburse everyone on a system where they collect on the whole system? The MPOs/RPOs will need to evaluate how they spend their allocations to do what TAMC needs them to complete.

J. Start will send the revised policy to T. Colling at MTU on Monday to review and have his technical staff read and test the policy and get back immediately with J. Start with the results.

TAMC ACE and Data Committees will need to review the revised policy and then bring it to the TAMC full Council in July with a recommendation. The committee would like this policy once it is finalized linked to other procedures such as the PASER training manuals on the TAMC Website.

What does CSS do with late datasets? There are approximately five agencies that are consistently late. This may possibly need to be added to the policy. CSS and MDOT support staff may need to collaborate on the answer on this and possibly build in some slack time. We need to clarify what we need to do with late submissions.

Rebecca Curtis has created a Bridge Data Collection Policy and the TAMC ACE and Data Committee will also need to review and send it on to full Council with a recommendation.

6.2. – Michigan Tech/Local Technical Assistance Program/Roadsoft Update – T. Colling
6.2.1. – Training Updates
An extra PASER Webinar will be held next week. T. Colling will be working with R. Belknap to set up a Metropolitan Planning Organization/Regional Planning Organization/coordinator Webinar to help people through Roadsoft. A date has not been scheduled as of yet. Holding this Webinar will avoid problems in the future. T. Colling reported that he attended a peer exchange in Minnesota and discussed our process in Michigan. They want to use federal aid funds for preventive maintenance and plan to contact Michigan for assistance.

T. Colling has a copy of the very first Indiana Local Technical Assistance Program Local Roads and Bridges report. He will share this with anyone that is interested.

Data collection on the unpaved and gravel road systems in the inventory based rating training has not been scheduled yet; looking at conducting this training in early spring or later in the fall.

Michigan Technological University (MTU) is working with Mike Toth at MDOT to add Model Inventory of Roadway Element (MIRE) data fields that Roadsoft does not have. Funds from the Office of Highway Safety Planning are being provided to MTU to add those fields. They are working on the ability to update Roadsoft in terms for database storage for the MIRE.

6.3. – Act-51 Distribution and Reporting System and Investment Reporting Tool (IRT) – B. McEntee/R. Belknap

6.3.1. – Investment Reporting and Act 51 Compliance – R. Belknap

R. Belknap did an overview of how information is collected in the IRT for the benefit of the visitors from New York that was present at the meeting.

6.3.2. – IRT/ADARS Software Updates – D. Jennett

A couple of major updates were made to help the communication process. During the training in Gaylord it was discovered that attendees feel chipseal is part of maintenance and does not get tracked. It is tracked in the investment reporting. They are trying to get the financial part to tie in with their projects. CSS is currently working on this.

6.3.3. – Training Update – D. Jennett

See 6.3.2.

6.4. - Website Update – D. Jennett

CSS is currently updating the interactive maps, have added the new TAMC Annual Report, and working on making the IRT more mobile friendly. CSS will provide a demonstration of their updates at the June 7, 2017 TAMC full council meeting.

6.5. - Dashboard Update – D. Jennett

CSS is currently working on updating the mobile dashboards.

7. Member Comments:

The latest article that was submitted to The Bridge newsletter by TAMC was shared with everyone present. The 21st Century Infrastructure Committee has been meeting and things are going well. B. Slattery is looking forward to hearing the discussion at tomorrow's TAMC Annual Spring Conference from the 21st Century Infrastructure panel session. A lot of important up-to-date information will be shared.

8. Public Comments:

None

9. Adjournment:

The meeting adjourned at 3:28 p.m. The next meeting will be held June 28, 2017, at 1:00 p.m.; MDOT Aeronautics Building, 2nd Floor Commission Conference Room, Lansing.

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL

RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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